

POSITION DESCRIPTION

1. Agency PDCN 50131000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) This is a benchmark PD to be used at the discretion of the State Classifier		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use OFF

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Environmental Engineer	GS	0819	12	aek	30 MAY 97

16. Organizational Title (If different from official title)
 Environmental Manager

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision -

c. Third Subdivision -

d. Fourth Subdivision -

e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature _____ Date _____

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action
 ANDREW E. KNIFFIN
 Personnel Management Specialist

Signature _____ Date _____
 //signed// 30 MAY 97

22. Standards Used in Classifying/Grading Position
 USOPM PCS for Environmental Engineering Series, GS-0819, dtd April 1996, HRCD-1

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-HR-EC, CRA97-1009 dtd 30 MAY 97

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

Duties

Serves as the environmental engineer for an Air National Guard installation and is available to perform environmental advisory services for all units within the state. This position is located in the Environmental Management Office as the environmental program manager for ANG units with flying missions, Civil Engineering Red Horse Units, Combat Readiness Training Centers, and Geographically Separated Units with statewide geographical responsibilities.

- Serves as the single point of contact for the initiation, development, and execution of all environmental activities and development of state multi-installation regulatory guidance.
- Accomplishes long range environmental planning, budgeting, and programming activities that impacts most state installations or a region that would affect other states.
- Reviews engineering planning and construction documents for environmental considerations as required.

Factor 1, Knowledge required by the Position—Level 1- 7 -- 1250 Points

- Knowledge of professional environmental engineering concepts, principles and practices
- Knowledge of Environmental Protection Programs that involve federal/state compliance procedures and standards associated with pollution prevention, hazardous waste management/minimization, recycling and environmental impact.
- Knowledge and skill sufficient to adapt standard practices, equipment, or techniques in preparing specifications and designs (or monitoring those prepared by others) for the improvement or alteration of existing or the eventual construction of new facilities.
- Knowledge of contract administration to negotiate and provide technical oversight, monitor vendor performance, and ensure compliance with terms of contract.

Factor 2, Supervisory Controls—Level 2-4 -- 450 Points

Supervisor makes assignments in the form of responsibility for state or geographical area projects which involve neighboring states with functional responsibilities and broad overall objectives. Assignments are performed independently with considerable latitude for the exercise of judgment in resolving construction and treatment problems. Work priorities are determined by the employee; however, immediate or emergency commitments are established in consultation with the supervisor. Decisions, recommendations and commitments are accepted as technically accurate and rarely changed except for reasons of policy. Completed work and reports are reviewed in terms of broad objectives and for compliance with agency policies and regulations.

Factor 3, Guidelines—Level 3-4-- 450 Points

Guidelines include precedents and practices, engineering manuals, National Guard regulations, applicable technical orders, state/local laws and higher headquarters policy and program directives. Judgment and originality are required to correlate the theoretical environmental engineering considerations with actual experience and to evolve engineering compromises, and to plan and coordinate the activities of regional environmental team members as required. The employee also exercises judgment in advising other installation environmental offices on the applicability of agency policy and regulations, and the application, adaptation of, or the need to deviate from or extend standard practices to new situations or relate precedents to situations with comparable but conflicting issues.

Factor 4, Complexity—Level 4-4 -- 225 Points

The Environmental Manager develops and oversees the hazardous waste materials management program where the mission requirements and range of program activities involve multiple waste generation activities, numerous maintenance functions that use unique chemicals, several designated cleanup sites, real-estate inventories that are ecologically sensitive and/or historically protected. The affected activities involve multiple jurisdictional situations which require innovation and resourcefulness in devising environmentally sound program decisions.

Factor 5, Scope and Effect—Level 5-4 -- 225 Points

Purpose of the position is to provide a technical specialist that designs projects such as aircraft washracks recirculating water systems, maintenance activities for oil/water separators and associated waste disposal contracts, and pollution prevention construction and containment activities that can be used on a state wide basis. Involved are technical and administrative issues on a case-by-case basis that may lead to possible litigation against major industrial concerns for non-compliance with established standards.

Factor 6, Personal Contacts—Level 6-3 -- 60 Points

Intra-agency contacts are with Bioenvironmental Specialist, Civil Engineering, Maintenance, and other base personnel involved in environmental issues. Outside contacts include environmental program experts, technical consultant's firms and expert representatives from other federal, state and local governments. Contacts may also include lawyers in court cases and union representatives concerning environmental health issues.

Factor 7, Purpose of Contacts—Level 7-3 -- 120 Points

Contacts are to initiate and advise on the technical feasibility and economic viability of preventive or corrective environmental programs, and justify, defend or negotiate environmental projects or related engineering matters. Contacts are to exchange information, verify data, conduct surveys or inspections and monitor project status.

Factor 8, Physical Demands—Level 8-2-- 20 Points

The work requires regular and recurring field inspections, investigations or surveys, requiring walking, stooping, bending, lifting and climbing. For example the incumbent may be required to

move and physically inspect barrels of hazardous waste material for proper packaging and markings.

Factor 9, Work Environment—Level 9-2 -- 20 Points

Most of the work is performed in an office setting although there is regular and recurring exposure to unfavorable conditions such as noise, asbestos, hazardous material/waste, unserviceable ordinance and oxygen deficient atmosphere.

TOTAL POINTS 2820

EVALUATION STATEMENT

A. Title, Series and Grade: Environmental Engineer, GS-0819-11

B. References: USOPM PCS for Environmental Engineering Series, GS-0819, April 1996, HRCD-1.

C. Background: This position was written at the request of the OPR to provide a benchmark PD for those states that have position requirements that exceed the GS-11 level.

D. Series, Title and Grade Determination:

1. Series: The duties and responsibilities of the position match the series definition in the GS-0819 series. This series includes positions involved in engineering work to protect or improve air, land, and water resources in order to provide a clean and healthful environment.

2. Title: Environmental Engineer is the non-supervisory title authorized for all positions in this series.

3. Grade: See attached Factor Evaluation System (FES) Position Evaluation Statement.

E. Conclusion: Based on the above evaluation, this position is classified as Environmental Engineer, GS-0819-12.

Classifier: Andrew E. Kniffin

Region: NGB-HR-EC

Date: 30 MAY 97

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-7	1250	
2. SUPERVISORY CONTROLS	2-4	450	
3. GUIDELINES	3-4	450	
4. COMPLEXITY	4-4	225	
5. SCOPE AND EFFECT	5-4	225	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	6-3 7-3	60 120	
8. PHYSICAL DEMANDS	8-2	20	
9. WORK ENVIRONMENT	9-2	20	
TOTAL POINTS ASSIGNED: 2820			GRADE: 12

FINAL CLASSIFICATION: Environmental Engineer, GS-0819-12

Classifier: Andrew E. Kniffin

Region: NGB-HR-EC

Date: 30 MAY 97

25.

Duties

Serves as the environmental engineer for an Air National Guard installation and is available to perform environmental advisory services for all units within the state. This position is located in the Environmental Management Office as the environmental program manager for ANG units with flying missions, Civil Engineering Red Horse Units, Combat Readiness Training Centers, and Geographically Separated Units with statewide geographical responsibilities.

- Serves as the single point of contact for the initiation, development, and execution of all environmental activities and development of state multi-installation regulatory guidance.
- Accomplishes long range environmental planning, budgeting, and programming activities that impacts most state installations or a region that would affect other states.
- Reviews engineering planning and construction documents for environmental considerations as required.

Factor 1, Knowledge required by the Position—Level 1- 7 -- 1250 Points

- Knowledge of professional environmental engineering concepts, principles and practices
- Knowledge of Environmental Protection Programs that involve federal/state compliance procedures and standards associated with pollution prevention, hazardous waste management/minimization, recycling and environmental impact.
- Knowledge and skill sufficient to adapt standard practices, equipment, or techniques in preparing specifications and designs (or monitoring those prepared by others) for the improvement or alteration of existing or the eventual construction of new facilities.
- Knowledge of contract administration to negotiate and provide technical oversight, monitor vendor performance, and ensure compliance with terms of contract.

Factor 2, Supervisory Controls—Level 2-4 -- 450 Points

Supervisor makes assignments in the form of responsibility for state or geographical area projects which involve neighboring states with functional responsibilities and broad overall objectives. Assignments are performed independently with considerable latitude for the exercise of judgment in resolving construction and treatment problems. Work priorities are determined by the employee; however, immediate or emergency commitments are established in consultation with the supervisor. Decisions, recommendations and commitments are accepted as technically accurate and rarely changed except for reasons of policy. Completed work and reports are reviewed in terms of broad objectives and for compliance with agency policies and regulations.

Factor 3, Guidelines—Level 3-4-- 450 Points

Guidelines include precedents and practices, engineering manuals, National Guard regulations, applicable technical orders, state/local laws and higher headquarters policy and program directives. Judgment and originality are required to correlate the theoretical environmental engineering considerations with actual experience and to evolve engineering compromises, and to plan and coordinate the activities of regional environmental team members as required. The employee also exercises judgment in advising other installation environmental offices on the applicability of agency policy and regulations, and the application, adaptation of, or the need to deviate from or extend standard practices to new situations or relate precedents to situations with comparable but conflicting issues.

Factor 4, Complexity—Level 4-4 -- 225 Points

The Environmental Manager develops and oversees the hazardous waste materials management program where the mission requirements and range of program activities involve multiple waste generation activities, numerous maintenance functions that use unique chemicals, several designated cleanup sites, real-estate inventories that are ecologically sensitive and/or historically protected. The affected activities involve multiple jurisdictional situations which require innovation and resourcefulness in devising environmentally sound program decisions.

Factor 5, Scope and Effect—Level 5-4 -- 225 Points

Purpose of the position is to provide a technical specialist that designs projects such as aircraft washracks recirculating water systems, maintenance activities for oil/water separators and associated waste disposal contracts, and pollution prevention construction and containment activities that can be used on a state wide basis. Involved are technical and administrative issues on a case-by-case basis that may lead to possible litigation against major industrial concerns for non-compliance with established standards.

Factor 6, Personal Contacts—Level 6-3 -- 60 Points

Intra-agency contacts are with Bioenvironmental Specialist, Civil Engineering, Maintenance, and other base personnel involved in environmental issues. Outside contacts include environmental program experts, technical consultant's firms and expert representatives from other federal, state and local governments. Contacts may also include lawyers in court cases and union representatives concerning environmental health issues.

Factor 7, Purpose of Contacts—Level 7-3 -- 120 Points

Contacts are to initiate and advise on the technical feasibility and economic viability of preventive or corrective environmental programs, and justify, defend or negotiate environmental projects or related engineering matters. Contacts are to exchange information, verify data, conduct surveys or inspections and monitor project status.

Factor 8, Physical Demands—Level 8-2-- 20 Points

The work requires regular and recurring field inspections, investigations or surveys, requiring walking, stooping, bending, lifting and climbing. For example the incumbent may be required to

move and physically inspect barrels of hazardous waste material for proper packaging and markings.

Factor 9, Work Environment—Level 9-2 -- 20 Points

Most of the work is performed in an office setting although there is regular and recurring exposure to unfavorable conditions such as noise, asbestos, hazardous material/waste, unserviceable ordinance and oxygen deficient atmosphere.

TOTAL POINTS 2820

EVALUATION STATEMENT

- A. Title, Series and Grade: Environmental Engineer, GS-0819-11
- B. References: USOPM PCS for Environmental Engineering Series, GS-0819, April 1996, HRCD-1.
- C. Background: This position was written at the request of the OPR to provide a benchmark PD for those states that have position requirements that exceed the GS-11 level.
- D. Series, Title and Grade Determination:
1. Series: The duties and responsibilities of the position match the series definition in the GS-0819 series. This series includes positions involved in engineering work to protect or improve air, land, and water resources in order to provide a clean and healthful environment.
 2. Title: Environmental Engineer is the non-supervisory title authorized for all positions in this series.
 3. Grade: See attached Factor Evaluation System (FES) Position Evaluation Statement.
- E. Conclusion: Based on the above evaluation, this position is classified as Environmental Engineer, GS-0819-12.

Classifier: Andrew E. Kniffin

Region: NGB-HR-EC

Date: 30 MAY 97

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-7	1250	
2. SUPERVISORY CONTROLS	2-4	450	
3. GUIDELINES	3-4	450	
4. COMPLEXITY	4-4	225	
5. SCOPE AND EFFECT	5-4	225	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	6-3 7-3	60 120	
8. PHYSICAL DEMANDS	8-2	20	
9. WORK ENVIRONMENT	9-2	20	
TOTAL POINTS ASSIGNED: 2820			GRADE: 12

FINAL CLASSIFICATION: Environmental Engineer, GS-0819-12

Classifier: Andrew E. Kniffin

Region: NGB-HR-EC

Date: 30 MAY 97